



GALACTICA

**SMART INDUSTRIAL INNOVATION AS
ENABLER TO DRIVE NEW VALUE CHAINS
FOR TEXTILES AND AEROSPACE**

Grant Agreement number 872336

Deliverable 1.7: Travel vouchers guidelines and templates

Lead partner: AEI TÈXTILS



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1. ABOUT GALACTICA

GALACTICA aims to bring Europe to the forefront of textile and aerospace. **GALACTICA aims to support the creation of new industrial value chains around textile and aerospace based on advanced manufacturing across EU by the development of long-term internationally competitive goods and services that require combining different competences and innovative solutions.**

GALACTICA's strategy is:

1. Cultivation within an open collaboration space focused on supporting SMEs to change the mindset about digitalization and empower them to start partnerships.
2. A set of dedicated grants complemented with coaching and technological vouchers to assess the feasibility and small technical tests aimed at minimum viable products of a new value chain.
3. Large scale demo of the new value chain with a dedicated grant for SME consortia with coaching and technological support.
4. Scale-up support to leverage additional funds. GALACTICA will connect successful SMEs with private investors and other initiatives for scaling up the innovations.

New value chains will find synergies with RIS3 policies through partners' active participation in different S3 Thematic platforms on industrial modernization and S3 Vanguard Initiative pilots (3DP, ESM and RegioTex).

GALACTICA's **key ambition** is to reshape and transform the industrial manufacturing value chains using advanced manufacturing as a cornerstone for different sectors.

In order to foster **cross-border participation** in the different events organized by the project, GALACTICA will offer travel vouchers to cover expenses incurred during the participation in the events.

1.1. GALACTICA PARTNERS

 <p>AEI TÈXTILS <u>SPAIN</u></p>	 <p>ASOCIACIÓN DE EMPRESARIOS TEXTILES DE LA REGIÓN VALENCIANA <u>SPAIN</u></p>
 <p>NEXT TECHNOLOGY TECNOTESSILE SOCIETA NAZIONALE DI RICERCA R L <u>ITALY</u></p>	 <p>WACHSTUMSINITIATIVE SUDERELBE AKTIENGESELLSCHAFT <u>GERMANY</u></p>
 <p>ATHINA-EREVNITIKO KENTRO KAINOTOMIAS STIS TECHNOLOGIES TIS PLIROFORIAS, TON EPIKOINONION KAI TIS GNOSIS - /CORALLIA <u>GREECE</u></p>	 <p>POLE EMC2 <u>FRANCE</u></p>
 <p>FUNDACIÓN CORPORACIÓN TECNOLÓGICA DE ANDALUCÍA <u>SPAIN</u></p>	 <p>EUROPEAN BUSINESS ANGELS NETWORK <u>BELGIUM</u></p>
 <p>SCIENCE PARK GRAZ GMBH <u>AUSTRIA</u></p>	 <p>PRODUTECH-ASSOCIAÇÃO PARA AS TECNOLOGIAS DE PRODUÇÃO SUSTENTÁVEL <u>PORTUGAL</u></p>

1.2. GALACTICA FACTS

Project Acronym	GALACTICA
Project Title	Smart Industrial innovation as enabler to drive new value chains for textiles and aerospace
Project Reference	H2020-INNOSUP-2019-01-two-stage No 872336
Project Topic	INNOSUP-01-2018-2020 Cluster facilitated projects for new industrial value chains
Project Duration	30 months
Overall Budget	€4.999.848,75 €3.000.000,00 will directly benefit innovative SMEs in the form of Vouchers (two calls for proposals, hackathon prizes and travel vouchers)
Budget for Travel vouchers	€ 100.000
Web	https://galacticaproject.eu/

1.3. GALACTICA CONTACT POINTS

For any enquiries regarding the GALACTICA project, information and/ or clarification about the travel vouchers, please contact: info@galacticaproject.eu

2. GENERAL INTRODUCTION TO TRAVEL VOUCHERS' SUPPORT

GALACTICA aims to foster cross-border and cross-sectoral collaboration in the different events it will organize such as B2B matchmaking events, learning expeditions with workshops, hackathons and the final event.

GALACTICA will provide financial support to selected participants with Travel Vouchers (up to 1.000 € lump sum) to attend the events organized by GALACTICA. These activities will be organized with the main aim to create cross-sectoral synergies and foster networking among the GALACTICA key sectors: textile, aerospace and advanced manufacturing.

The goal of the travel vouchers is to facilitate the seeding of cross-sectoral and cross-border collaborations before the second call for proposals within the GALACTICA project, expected by early 2022.

This document reflects the general framework for the travel vouchers. Each individual event will launch its specific call for expression of interests up to 45 to 60 days before each event. The general regulations are framed within this document.

The summary of the procedures is as follows:

- (1)** A Call for Expression of Interest (Eoi) will be launched to invite participants requesting a travel voucher. The Call will include the detailed timeline for application, the total budget for travel vouchers, and the number of expected participants per event. In some specific calls for Eois, participation will be restricted and detailed in the call.
- (2)** Applicants are invited to fill in an event-specific application through GALACTICA online submission platform. All the information provided should be completed in English.
- (3)** If the filled Travel Voucher application forms are eligible, then they will be evaluated and ranked taking into account the sectoral balance (40%), Eoi reception time (30%) and gender balance (10%); Additionally, priority will be given to cross-border participants (20%). This step will be addressed firstly by AEI Tèxtils and validated in the GALACTICA Evaluation committee.
- (4)** At least two weeks before the event, GALACTICA will communicate the awarded participants directly and proceed with the signature of a sub-grant agreement.

The full list of eligible activities will be published on the project website (www.galacticaproject.eu) with its corresponding call for expressions of interest.

2.1. AVAILABLE FINANCIAL SUPPORT

The total budget reserved under GALACTICA for travel vouchers is 100.000 €.

The maximum budget will be available as following for each of the eligible activities:

- Hackathons: 16.000€ (around 10.000€ for SMEs/Startups and 6.000€ for students)
- Workshop and industrial learning expedition participation: 52.000€
- Matchmaking event: 21.000€
- GALACTICA final event: 11.000€

The consortium reserves the right to shift the total budget among the different eligible activities. At each individual call for expression of interest budget might be increased up to 20%.

Before each event, a specific call for Expression of Interest will be launched indicating the maximum budget available for each individual event.

2.2. FINANCIAL SUPPORT CALCULATION

The maximum financial support per travel voucher is 1.000€.

In total, SMEs can receive up to 2k€ in financial support through travel vouchers. Students are limited to a single voucher for participating in the hackathon final (if selected) up to 1.000€.

Travel voucher will be based on lump-sum calculated with the sum of the following items with a maximum amount of 1.000€:

- Travel distance (based on straight line distance)
 - o More than 300 km within the same country: 150 €
 - o Cross-border: 300 €
- *Per diem* amount up to 250€ calculated with the number of days of the event within the official agenda. Exact *per diem* will be announced in each call for Eols.

Each call for Expression of Interest will indicate the final voucher calculation for the event based on its agenda.

Applicants are entitled to apply and benefit from more than one type of GALACTICA vouchers, with a combined maximum funding of 60.000 € per SME. In cases where the maximum funding might be reached, GALACTICA will adjust the total value of the travel voucher to enforce this limit.

3. APPLICATION

3.1 WHO CAN APPLY?

Expressions of interest will be eligible only if **all** the following conditions are met:

1. Applicants must be either:
 - a. a small or medium sized enterprise (SME)
 - i. Companies must declare their SME status in accordance with the SME definition of the European Union as part of the application via [this link](#); In cases of partner or linked companies, consult the guide of the SME definition via [this link](#).
 - ii. SMEs must be active in one of the following sectors:
 - (a) textile,
 - (b) aerospace
 - (c) advanced manufacturing sector.
 - b. a student (only if indicated in the call for Eols)
 - i. Students are only eligible to participate in the hackathon final.
 - ii. Students must be registered in a recognized higher education institution and have been selected for the final stage of the hackathon.
2. Applicants must be established or with a branch office in one of the 27 EU member states or the United Kingdom.
3. Expressions of Interest must be written in English (applications partially written in another language are not eligible) and must not exceed the maximum number of characters stated in each text box of the application form.
4. Applications must be submitted through the web-based system by the deadline indicated in the Expression of Interest call.
5. In case the call for Eol is marked as restricted, participant must have been shortlisted in order to be eligible (i.e. selected for the final of the hackathon, have received a grant under GALACTICA and invited to the final event, etc.).

The publication of event-specific calls for expression of interest (Eol) will indicate the total budget for travel vouchers. Each event will have assigned a maximum number of eligible participants split by SMEs and students (in case they are eligible) for a travel voucher according to the event-specific innovation methodology. Participants eligible for reimbursement will be limited to cross-border travel or more than 300 km for domestic travel, participants not fitting these requirements shall bear their own costs.

Maximum one application will be granted per SME per GALACTICA event, except for the hackathon where 2 to 3 participants might be eligible.

SMEs can participate in more than one event up to cumulative 2.000€ in financial contribution from travel vouchers. In case of students, they can only participate in one event (hackathon final).

In any case, the total financial contribution to individual SMEs from the different GALACTICA's vouchers cannot exceed the limit of 60.000€ per SME.

3.2 ACTIVITIES ELIGIBLE FOR FINANCIAL SUPPORT

The Travel voucher covers the expenses of SMEs **to attend a cross-sectoral GALACTICA activity**, more specifically B2B matchmaking events, learning expeditions with workshops, hackathon final or the GALACTICA final event.

The Travel voucher for students covers their expenses **to attend and participate in the hackathon final**, only if they are selected for the final.

Successful applicants shall receive the requested financial contribution in the form of a lump sum.

A lump sum is a fixed amount of money that can be used by beneficiaries for travel purposes related to their participation in a GALACTICA eligible event. Since the granting of a lump-sum does not foresee the delivery of a detailed financial reporting, the use of the project budget will be controlled considering the participation in the event with the attendance list and the completion of the survey. However, beneficiaries will have to keep the original documents of their expenses (invoices, travel documents) in case of an audit, the following rules and limitations per type of VOUCHER scheme must be respected.

Only costs generated during the lifetime of the voucher can be eligible.

The financial contribution for the eligible costs of the travel voucher scheme will be given to the selected SMEs in a form of a **lump sum**.

Eligible costs are:

- **Travel costs:** transportation (flight, train, mileage or similar) to arrive at the venue of the event. Fixed at 150 € for national travel (more than 300km in straight line¹) and 300€ for an international event.
- **Accommodation, meals and other personal allowance to participate:** fixed per diem allocation of up to 250€ per day of the event attended and with signed attendance. Per diem will only be eligible for days included in the official agenda. Exact per diem rate will be established in each individual call for Eols.

PERIOD OF COSTS' ELIGIBILITY

The period of costs' eligibility starts from the contract signature date until the end of the travel. Expenditures incurred before the submission date of the proposal are not eligible. Expenditures incurred after reporting period are not eligible.

¹ Please check distance with the Erasmus+ distance calculator.
https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

3.3 THE APPLICATION PROCESS

Applicants will need to submit their **application form through the GALACTICA submission platform** (<https://calls.galacticaproject.eu>) before the deadline for each event.

All the information provided should be complete and valid.

After the submission, all the applicants will receive a confirmation email with the registered date and time of the submission.

4.FUNDING SCHEME

4.1.GENERAL PAYMENT TERMS

- All payments will be made in Euros (€).
- Expenditures incurred before the Contract signature date, or after the travel duration period are ineligible for remuneration.
- Costs incurred for the travel must be used for the sole and close purpose of the participation in the event indicated in the application, in a transparent manner consistent with the principles of economy, efficiency and effectiveness.
- Submission of an application does not constitute an entitlement for funding.
- The recipients of the (financial) support from GALACTICA (“Beneficiaries”) must ensure that the [European Commission](#), the [European Anti-fraud Office \(OLAF\)](#) and the [Court of Auditors \(ECA\)](#) can exercise their powers of control, on documents, information, even stored on electronic media, or on the final recipient's premises.

4.2 BENEFICIARIES’ OBLIGATIONS

Supporting documentation

The participant must -for a period of five years after the payment of the balance- keep records and other supporting documentation in order to prove the proper implementation of the action.

They must make them available upon request or in the context of checks, reviews, audits or investigations.

If there are ongoing checks, reviews, audits, investigations, litigation or other pursuits of claims under the grant agreement (including the extension of funding), the participant must keep the records and other supporting documentation until the end of these procedures.

The participant must keep the original documents. Digital and digitalised documents are considered originals if they are authorised by the applicable national law. Non-original documents may be accepted if they offer a comparable level of assurance.

Financial capacity:

The participant must have the financial capacity to carry out the travel described in their proposals and to properly manage the financial support granted to them.

Each participant **must BE** in alignment with the following situations:

- Is no bankrupt or being wound up, is not having affairs administrated by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters or is not any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Is in compliance with its obligation relating to the payment of social security contributions and the payment of taxes, in accordance with the legal provisions of the country in which it is established;
- Is not subject to a conflict of interest in connection with the grant.

4.2 WHICH ARE THE PAYMENT TERMS PER VOUCHER?

Payment scheme	<p>✓ Lump sum up to 1.000€ per voucher</p> <p>Payment will be made within 30 days from the completion of the travel and the submission of the final survey, whichever is later.</p> <p>In case the company has already received other funding from GALACTICA's calls, this lump-sum amount could be reduced to limit the accumulated funding to the SME to a maximum of 60.000€.</p>
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5. EVALUATION AND SELECTION CRITERIA

Travel Voucher applications will be gathered and assessed by AEI Tèxtils with a first on rolling eligibility check and the objective scoring at the deadline.

Submitted applications that have been considered eligible will be ranked based on the objective scoring and approved by the GALACTICA Evaluation Committee consisting of representatives of GALACTICA partners.

The evaluation and ranking of the applications are based on a set of objective criteria in addition to the above-mentioned main eligibility requirements. The following table explains the different aspects which will be considered for each evaluation criterion.

Evaluation criteria	Sub-criteria	Max. Score
1. Sectoral Balance (40%)	Inversely proportionally to the number of applicants by each GALACTICA sector ²	20
	Membership in a GALACTICA partner	20
2 Expression of interest reception time (30%)	Submission time ranking with 3 points decrements ³ . <i>No negative scores will be awarded.</i>	30
3. gender balance (10%)	Inversely proportionally to the number of applicants by each GALACTICA sector ⁴	10
4. Cross-border participation (20%)	Is the travel voucher requested cross-border? (Yes 20 points, no 0 points)	20
Total score		100

In case of tied scores, the GALACTICA Project Coordinator will prioritize based on the score of Cross-border, sectoral balance, gender balance and lastly reception time.

All participants subject to travel vouchers will be notified by e-mail at least 14 days prior to the event, with the outcome of the evaluation and selection procedure with instructions for further steps in the case the applicant is awarded a Travel Voucher. By this time, the selected applicants will also be requested to sign a formal **sub-grant agreement** with the GALACTICA coordinator within ten days from notification.

² Sub-criteria score will be calculated as follows:

Sub-criteria for sector X = $20 * [1 / \text{Sector X \%}] / [\text{Max } (1 / \text{Sector (all) \%})]$

³ First submission score = 30 points, 2nd 27 points, 10th submission = 0 points, afterwards 0 points.

⁴ Sub-criteria score will be calculated as follows:

Sub-criteria for gender balance = $20 * [1 / \text{number of [male or female] participants \%}] / [\text{Max } (1 / \text{number of participants})]$

6. MONITORING AND REPORTING PROCESS

Participants will need to sign the attendance sheet for each day of the event for which they have received a travel voucher. The lack of signature is considered a breach of the contract and will invalidate the travel voucher awarded.

Maximum 1 (one) month after the eligible event, as it will be defined in the contract, the GALACTICA beneficiaries shall respond to the event survey.

The purpose of the above is to evaluate:

- the degree of fulfilment of the goals for the event;
- the expected potential impact in economic, competition and social terms, and the GALACTICA Beneficiaries;

AEI Tèxtils, as GALACTICA Project Coordinator, will pay the Travel Voucher to participants that had completed their obligations (attended and signed their attendee list and completed the survey) within 30 days after the event completion and the submitted survey, whichever is later.

7. CONTACT DETAILS AND COMPLAIN

For any enquiries regarding the GALACTICA Travel Voucher scheme, please contact info@galacticaproject.eu.

For any complaints regarding the GALACTICA Travel voucher results, please contact info@galacticaproject.eu within 3 natural days after the announcement of the Travel voucher results. Your email should include the following information:

- Platform username and application name
- Lead contact name and details
- Object of your complaint
- Information and evidence of the alleged breach

At least 2 members of the GALACTICA Evaluation Committee, which consists of representatives of the GALACTICA partners, will examine the complaint based on the information brought forward by the applicant, will assess the case and decide whether the complaint is justified or not and will inform the applicant on the decision taken. If the complaint is considered justified, the GALACTICA Evaluation Committee will re-assess the application and the related assessment part, subject to the complaint. The final decision on the complaint will be communicated by GALACTICA Evaluation Committee to the applicant in writing within **10 working days** from the date of submitting the complaint. This decision will be final, binding to all parties and not subject to any further complaint proceedings within the programme if the complaint is based on the same grounds.

For technical issues concerning the submission procedure, please contact info@galacticaproject.eu.

8. DATA PROTECTION

GDPR compliance: The General Data Protection Regulation (2016/679/EU) guarantee that the processing of data is carried out in compliance with the fundamental rights and freedoms, as well as the dignity of the data subject with particular reference to confidentiality, personal identity and the right to data protection. By applying, the applicant agrees on the storage and use of its personal data for the execution of the GALACTICA objectives and work plan.

The processing of data that GALACTICA intends to carry out will be based on lawfulness and correctness in the full protection of its rights and its confidentiality pursuant to the general principles of the GDPR and its art.24. Therefore, the competitors are informed of the procedure that the data provided by the applicants will be treated exclusively with reference to the procedure for which they submitted the documentation.

Data controller: FUNDACIÓN CORPORACIÓN TECNOLÓGICA DE ANDALUCIA (CTA).

Address: calle Albert Einsten s/n, Sevilla, 41092, Spain,
VAT number: ESG91452953

Contact details: data@galacticaproject.eu

Data we process: The GALACTICA consortium will be processing mainly data coming from:

- Representatives and contact person from the applicants to the GALACTICA Call for Expressions of Interest for travel vouchers
- Representatives and contact person from the partners of the GALACTICA Consortium
- As part of carrying out the projects, the partners and the applicants transfer personal data to GALACTICA consortium, making it possible to identify and contact (first & last name, organization, function, business e-mail address, message, consent) their employees due to their job titles or third-parties involved in the project, such as experts. In this case, the partner remains responsible for supplying the legal information to the people involved in the processing operations prior to or when the data are collected.
- Information about successful GALACTICA Voucher applications that will be made publicly available before the end of the project containing: event title and list of companies participating.
- Information about successful GALACTICA Voucher types that will be made publicly available after the end of the project: event title and list of companies participating.

Purpose of the processing: The purpose of processing partners and applicant's data is:

- To run an open call and collect data necessary to evaluate applications and financing the projects.
- To manage this application form and the consequent project selection process

- To compile files on members of the consortium, partners and people likely to contribute to the projects due to their job titles or expertise.
- Communication on the events.
- Sending a newsletter and information about events related to the projects.
- Compiling statistics related to the projects.

Lawfulness:

- (a) **Legal basis for the applicants processing of personal data:** The legal basis for this processing is the performance of selections of projects for the financing (art. 6.1, 'b', GDPR).
- (b) **Legal basis for other processing of personal data:** informed consent (art. 6.1. 'a' GDPR).

Recipients:

Third-party intervention:

GALACTICA, while conducting its undertakings, may authorize third parties (as defined in number 10 of article 4 of the GDPR) to process personal data which are under GALACTICA's domain, in order to comply with legal duties, pre-contractual or contractual obligations and/or as indispensable means of performance of GALACTICA's statutory goals. Said third parties can be public authorities, namely in charge of auditing tasks, project, activity or service partners.

In order to comply with the GDPR requisites, GALACTICA shall require the previous and mandatory consent to the data subject for this specific processing.

Processor intervention:

GALACTICA, while conducting its undertakings, may subcontract third entities (as defined in number 8 of article 4 of the GDPR) to process personal data on GALACTICA's behalf. In order to comply with the GDPR requisites, GALACTICA shall require the previous and mandatory consent to the data subject for this specific processing.

Period of data storage: Personal data will be stored for the period defined by legal rules or, in their absence, for the strict time needed for the fulfilment of the processing purpose, taking in consideration the legal basis for said processing, as well as all the remaining requisites and time periods determined by law, namely the lapse terms for legal actions based on the correlated rights.

Accordingly, in all cases where a mandatory storage period is determined by law, the right to erasure of personal data as stated in Article 17 of the GDPR can only be exercised by the data subject after said period is lapsed.

GALACTICA shall store the personal data for the strict period of time needed for the fulfilment of the data processing purpose, as well as its erasure (or anonymization, if and when applicable/needed) immediately after said period and/or upon the data subject's request, always considering the above-cited exceptions and all legally defined terms.

Rights: The applicants can exercise their rights towards the data controller, based on article 12 of the GDPR. For any inquiries regarding the processing your personal data, please contact data@galacticaproject.eu.

Applications selection and evaluation will be performed under the appropriate ethical conduct and will respect the confidentiality of the information received.

9. GENDER EQUILITY, DIVERSITY AND SOCIAL INCLUSION

GALACTICA seeks gender balance. Therefore, applicants are invited to take all measures to promote equal opportunities between men and women in the implementation of the action. They must aim for a gender balance at all levels of personnel assigned to the action, including supervisory and managerial levels to the extent possible.

10. DISCLAIMER

Purpose: This text is explaining the GALACTICA Innovation Support Mechanism for information purposes only. No rights can be claimed based on this document. This document does not reflect the views of the European Commission and EISMEA.

Mistakes or inconsistencies: The GALACTICA consortium is not responsible for any mistakes or misinterpretations that this text may cause. In the case of inconsistencies, the GALACTICA Consortium will determine the steps to be taken, in cooperation with the applicant concerned.

Consequential damages: In no event shall either party be liable to the other or any of its affiliates for any consequential, incidental, indirect, special, punitive or exemplary damages (including, without limitation, lost profits, business or goodwill) suffered or incurred by such other party or its affiliates in connection with this voucher scheme, even if advised of the possibility of such damages.

Direct Damages: GALACTICA's liability for direct damages will be limited to the amount of the financial contribution awarded to the applicant pending of payment.

Gender equality: GALACTICA seeks gender balance. Therefore, applicants are invited to take all measures to promote equal opportunities between men and women in the implementation of the action. They must aim for a gender balance at all levels of personnel assigned to the action, including supervisory and managerial levels to the extent possible.